

DPW

Ms. Anderson (287-4058)
7 February 2005

IMSW-HOD-PWH

SUBJECT: Family Housing Assignment Policies Fact Sheet

PURPOSE: To provide information on the procedures for family housing assignment at Fort Hood.

FACTS:

1. When Soldier/spouse is contacted by Fort Hood Family Housing (FHHF) that housing is/will become available for assignment, the following procedures are implemented:

a. FHHF representative will ask if Soldier is ready to accept on-post housing. If so, an appointment is set up to review the LES to verify that Soldier is not over allotted (see paragraph 3). Soldiers will be required to pay the prorated rent prior to assignment of on-post housing (Not applicable to Liberty Village). If unable to pay, the Soldier will be given 24 hours to pay the prorated amount (the house will be held during the 24 hours period). If the Soldier is unable to pay the prorated amount, he/she will be placed on Admin Hold until such time that FHHF is notified that he/she is able to pay the prorated amount. Soldiers with pets must have them registered on Fort Hood prior to being assigned on post housing. Failure to provide FHHF a copy of Fort Hood Veterinary Registration form will delay Soldier from being assigned on post housing. Soldiers with rental deposit waivers **must fulfill the lease term agreement** and get a release from the landlord before being committed to on-post housing.

b. Rent for dual military will be based on the senior ranking Soldier at the with-dependent rate (see paragraph 4). Soldiers assigned to Liberty Village will have their BAH stopped by Finance.

c. When unable to accept on-post housing when called, Soldier can request to be placed on administrative/lease hold (see paragraph 5). Soldiers housing record will be updated to reflect this information.

d. Decline on-post housing and request to have name removed from the waiting list (see paragraph 7).

2. When Soldier is ready to accept on-post housing, procedures are as follows:

a. A move-in inspection appointment will be made with the Soldier at their assigned house.

b. Soldier/spouse will either accept or decline housing.

c. If Soldier/spouse decides to accept the house, a Housing Agreement, Move-in Inventory and Move-In Prorate Agreement will be signed and keys will be issued, **N/A Liberty Village**.

d. Soldier/spouse will return to the Administrative Office, with respective village, to pick up assignment orders. Effective date of orders will be the day the house is assigned which coincides with the effective date on the Housing Agreement.

e. After receipt of assignment orders, Soldier/spouse may proceed to the Transportation Office (Building 18010) to arrange for delivery of household goods (HHG).

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f. If the house is not large enough to accommodate HHG, a request for nontemp storage (NTS) may be submitted to the Housing Office.

g. If Soldier signs for housing and the family is still located elsewhere, Soldier has 30 days from assignment date to move family into on-post housing. If family elects not to move to Fort Hood within the 30 days, Soldier loses entitlement and must return the house to FHFH.

3. When review of the LES reveals Soldier's inability to pay rent in the amount of BAH, the RSC will refer Soldier to a government-housing representative for further guidance. Soldier will be instructed to see his Battalion Command Financial Specialist for purpose of counseling and obtaining assistance from other government agencies as well as rearranging existing allotments. Once the financial situation has been worked out, Soldier's chain of command will verify that FHFH can expect rental payment (**Not applicable to Liberty Village assignments**). (Soldier's who are required to go through this process will be placed in Administrative Hold Status and retain their place on the waiting list while pending resolution, not to exceed 90 days. Upon presenting proof to FHFH, Soldier will be assigned the next available house).

4. If senior ranking Soldier's LES does not show BAH at the with dependent rate, Soldier will be informed to go to his/her Finance Office to initiate required changes. Housing will not be assigned until verification is presented to FHFH. Soldier will be placed in administrative hold status during this time. Soldiers electing not to make required changes will not be offered on-post housing.

5. When Soldier/spouse signs for housing, an information packet is provided. This packet includes a copy of Fort Hood Regulation 210-48, welcome letter with maintenance and FHFH Representatives phone numbers, recycling information, Energy Conservation Tips and Carpet Care tips.

6. When Soldier/spouse is unable to accept housing (TDY, leave, hospitalization) he/she may be placed on administrative hold, not to exceed 6 months. Soldiers under a lease obligation, may request to be put on leasehold status for up to 1 year with presentation of a valid lease. Soldier must notify housing when available to occupy housing. Spouse may sign for quarters in the absence of the Soldier with a Special Power of Attorney, which can be obtained from the Staff Judge Advocate's office.

7. Soldiers may voluntarily request removal from the waiting list at anytime. Should they later decide to reapply for on-post housing, eligibility date will be the date the new application is completed. Therefore, Soldiers are encouraged to remain on the waiting list until housing is offered and they are required to make a decision.

8. Additional or specific questions may be answered by calling 287-4212.

9. Visit our website at www.dpw.hood.army.mil for more information on housing services and policies.

(Original Signed)

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